

## **REQUEST FOR PROPOSALS**

### **TITLE: REQUEST FOR PROPOSAL FOR THE PROVISION OF ACCREDITED AND NON ACCREDITED TRAINING**

**RFP No: SEF TRAINING 2025**

**Date of Issuance: 14 February 2025**

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#### **1. Background**

Conservation South Africa (CSA), as a local affiliate of Conservation International (CI), is committed to helping societies adopt a more sustainable approach to development, one that considers and values nature and improves human well-being through the conservation of healthy ecosystems and the goods and services they provide.

#### **2. Project Overview**

Conservation South Africa (CSA) is implementing an ecosystem restoration and management project to reduce the vulnerability of targeted villages to extreme weather events such as drought, floods, fire etc. The target villages are located at the Alfred Nzo District Municipality, Bushbuckridge Local Municipality and the Namaqua District. Within this context, CSA invites all eligible bidders to provide a proposal for the CSA Social Employment Fund (SEF) project.

#### **3. Terms of Reference, Deliverables and Deliverables Schedule**

Conservation South Africa is looking for consultants to provide various trainings for unskilled and skilled participants of various literacy levels. In the following topics:

- Financial Literacy
- Personal Mastery
- Emotional Intelligence
- Occupational health & safety
- Cybersecurity awareness training
- Snake handling
- Time management
- Effective communication

#### **Trainings are going to be conducted in the following localities:**

- 1.** Umzimvubu catchment, Alfred Nzo & Joe Gqabi, Eastern Cape (13 villages – see attachment 2)
- 2.** Kruger to Canyons, Ehlanzeni District Municipality, Mpumalanga (15 villages – see attachment 2)
- 3.** Namakwa District Municipality, Northern Cape (11 villages – see attachment 2)

#### **Upon completion of the training, the successful bidder(s) is required to deliver the following:**

- Valid certificates for each participant, to be delivered no later than one 2 weeks after the completion of the training
- A training report on the training delivered submitted no later than 2 weeks after the completion of the training
- All training must be completed by 11 April 2025

Bidders may submit a proposal for one or all trainings as well as for one or all of the areas where CSA works. E.g. you may submit a proposal for personal mastery in our Namakwa District villages and not for Umzimvubu or Kruger to Canyons.

#### **4. Submission Details**

- a. Deadline. Proposals must be received no later than **5 March 2025 by no later than 17h00 (SAST)**. Late submissions will not be accepted. Proposals must be submitted via email to [csaprocurement@conservation.org](mailto:csaprocurement@conservation.org) . All proposals are to be submitted following the guidelines listed in this RFP.
- b. Validity of bid. 60 days from the submission deadline
- c. Clarifications. Questions may be submitted to [twilson@conservation.org](mailto:twilson@conservation.org), [kmatthews@conservation.org](mailto:kmatthews@conservation.org) and [csaprocurement@conservation.org](mailto:csaprocurement@conservation.org) by the specified date and time in the timeline below. The subject of the email must contain the RFP number. CSA will respond in writing to submitted clarifications by the date specified in the timeline below. Responses to questions that may be of common interest to all bidders will be posted to the CSA website and/or communicated via email.
- d. Amendments. At any time prior to the deadline for submission of proposals, CSA may, for any reason, modify the RFP documents by amendment which will be posted to the CSA website and/or communicated via email.

#### **5. Minimum Requirements**

- a. A company profile including the experience and capacity of the applicant as well as a client list with contact details,
- b. A Valid BBEEE certificate or an Affidavit
- c. A Valid tax clearance certificate, or
- d. In the case of a sole proprietor, a comprehensive CV with details of at least 2 contactable references
- e. A price quotation for the training.
- f. Certificate of Accreditation from a Professional Body
- g. Thorough knowledge experience of the training provided
- h. Be able to travel to the villages to conduct the training and arrange own accommodation if necessary.
- i. Be able to deliver training to various literacy and numeracy levels
- j. Experience working with rural communities
- k. Be able to deliver training in the language spoken in the villages if possible.
- l. Companies or individuals responding to this RFP should be prepared to do a presentation on their service offer to the CSA selection committee.

#### **6. Proposal Documents to Include**

- a. Signed cover page on bidder's letterhead with the bidder's contact information.
- b. Signed Representation of Transparency, Integrity, Environmental and Social Responsibility (Attachment 1)
- c. Technical Proposal.
  - i. Corporate Capabilities, Experience, Past Performance, and 3 client references. Please include descriptions of similar projects or assignments and at least three client references.

- d. Financial Proposal.
- e. Company registration documents
- f. B-BBEE Certificate/ affidavit
- g. Valid Tax Clearance Certificate

**7. Evaluation Criteria** In evaluating proposals, CSA will seek the best value for money considering the merits of the technical and costs proposals. Proposals will be evaluated using the following criteria:

<b>Evaluation Criteria</b>	<b>Score (out of 100)</b>
Approach and methodology of the training provided	20%
Does the proposal cover the requirements of the RfP?	20%
Is the bidder able to facilitate the training in the vernacular of the village?	10%
Does the bidder and the proposed personnel have the specific technical expertise for the assignment?	15%
Cost: Costs proposed are reasonable and realistic, reflect a solid understanding of the assignment.	20%
Is the bidder's B-BBEE level meet CSA minimum requirements?	15%

**8. Proposal Timeline**

RFP Issued	12 February 2025
Clarifications submitted to CSA	19 February 2025
Clarifications provided to known bidders	21 February 2025
Complete proposals due to CSA	5 March 2025
Final selection	11 March 2025

**9. Resulting Award** CSA anticipates entering into an agreement with the selected bidder by **11 March 2025**. Any resulting agreement will be subject to the terms and conditions of CSA's Services agreement. A model form of agreement can be provided upon request.

This RFP does not obligate CSA to execute a contract, nor does it commit CSA to pay any costs incurred in the preparation or submission of the proposals. Furthermore, CSA reserves the right to reject any and all offers, if such action is considered to be in the best interest of CSA. CSA will, in its sole discretion, select the winning proposal and is not obligated to share individual evaluation results.

**10. Confidentiality** All proprietary information provided by the bidder shall be treated as confidential and will not be shared with potential or actual applicants during the solicitation process. This includes but is not limited to price quotations, cost proposals and technical proposals. CSA may, but is not obliged to, post procurement awards on its public website after the solicitation process

has concluded, and the contract has been awarded. CSA's evaluation results are confidential and applicant scoring will not be shared among bidders.

**11. Code of Ethics** All Offerors are expected to exercise the highest standards of conduct in preparing, submitting and if selected, eventually carrying out the specified work in accordance with CI's Code of Ethics [for GCF-funded projects only, add: "and the Green Climate Fund's [Policy on Prohibited Practices](#)"]. Conservation International's reputation derives from our commitment to our values: Integrity, Respect, Courage, Optimism, Passion and Teamwork. CI's Code of Ethics (the "Code") provides guidance to CI employees, service providers, experts, interns, and volunteers in living CI's core values, and outlines minimum standards for ethical conduct which all parties must adhere to. Any violation of the Code of Ethics, as well as concerns regarding the integrity of the procurement process and documents should be reported to CI via its Ethics Hotline at [www.ci.ethicspoint.com](http://www.ci.ethicspoint.com).

**12. Attachments:**

Attachment 1: Representation of Transparency, Integrity, Environmental and Social Responsibility  
Attachment 2: Terms of Reference

**Attachment 1: Representation of Transparency, Integrity, Environmental and Social Responsibility**

**RFP No. SEF TRAINING 2025**

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CI relies on the personal integrity, good judgment and common sense of all third parties acting on behalf, or providing services to the organization, to deal with issues not expressly addressed by the Code or as noted below.

**I. With respect to CI's Code of Ethics, we certify:**

- a. We understand and accept that CI, its contractual partners, grantees and other parties with whom we work are expected to commit to the highest standards of Transparency, Fairness, and Integrity in procurement.

**II. With respect to social and environmental standards, we certify:**

- a. We are committed to high standards of ethics and integrity and compliance with all applicable laws across our operations, including prohibition of actions that facilitate trafficking in persons, child labor, forced labor, sexual abuse, exploitation or harassment. We respect internationally proclaimed human rights and take no action that contributes to the infringement of human rights. We protect those who are most vulnerable to infringements of their rights and the ecosystems that sustain them.
- b. We fully respect and enforce the environmental and social standards recognized by the international community, including the fundamental conventions of International Labour Organization (ILO) and international conventions for the protection of the environment, in line with the laws and regulations applicable to the country where the contract is to be performed.

**III. With respect to our eligibility and professional conduct, we certify:**

- a. We are not and none of our affiliates [members, employees, contractors, subcontractors, and consultants] are in a state of bankruptcy, liquidation, legal settlement, termination of activity, or guilty of grave professional misconduct as determined by a regulatory body responsible for licensing and/or regulating the offeror's business
- b. We have not and will not engage in criminal or fraudulent acts. By a final judgment, we were not convicted in the last five years for offenses such as fraud or corruption, money laundering or professional misconduct.
- c. We are/were not involved in writing or recommending the terms of reference for this solicitation document.
- d. We have not engaged in any collusion or price fixing with other offerors.

- e.** We have not made promises, offers, or grants, directly or indirectly to any CI employees involved in this procurement, or to any government official in relation to the contract to be performed, with the intention of unduly influencing a decision or receiving an improper advantage.
- f.** We have taken no action nor will we take any action to limit or restrict access of other companies, organizations or individuals to participate in the competitive bidding process launched by CI.
- g.** We have fulfilled our obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country where the contract is to be performed.
- h.** We have not provided, and will take all reasonable steps to ensure that we do not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitate, or participated in terrorist acts, and we are compliant with all applicable Counter-Terrorist Financing and Anti-Money Laundering laws (including USA Patriot Act and U.S. Executive Order 13224).
- i.** We certify that neither we nor our directors, officers, key employees or beneficial owners are included in any list of financial or economic sanctions, debarment or suspension adopted by the United States, United Nations, the European Union, the World Bank, or General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension".

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Attachment 2: Terms of Reference

Conservation South Africa is looking for consultants to provide various trainings for unskilled and skilled participants of various literacy levels. In the following topics:

- Financial Literacy
- Personal Mastery
- Emotional Intelligence
- Occupational health & safety

**Trainings are going to be conducted in the following localities:**

### 1. Umzimvubu catchment, Alfred Nzo & Joe Gqabi District Municipalities, Eastern Cape

- |              |              |              |
|--------------|--------------|--------------|
| • Fatima     | • Mahasheng  | • Motseng    |
| • Khoarai    | • Majoro     | • Nice Field |
| • Lekhalong  | • Mangopeng  | • Koebung    |
| • Letlapeng  | • Mapoleseng |              |
| • Liqalabeng | • Mateleng   |              |

### 2. Kruger to Canyons, Ehlanzeni District Municipality, Mpumalanga

- |               |                 |                     |
|---------------|-----------------|---------------------|
| • Athol       | • Lephong       | • Utah              |
| • Clare A & B | • Seville A,B&C | • Ward 18 & 19      |
| • Dixie       | • Share         | • Welverdiend A & B |
| • Eglington   | • Thlavekisa    |                     |
| • Gottenburg  | • Thorndale     |                     |

### 3. Namakwa District Municipality, Northern Cape

- |                 |                |
|-----------------|----------------|
| • Hondeklipbaai | • Spoegrivier  |
| • Kamieskroon   | • Tweerivier   |
| • Kharkhams     | • Concordia    |
| • Leliefontein  | • Steinkopf    |
| • Nourivier     | • Port Nolloth |
| • Paulshoek     |                |

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**Upon completion of the trainings, the successful bidder is required to deliver the following:**

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